

STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900822-03

SCHEDULE #: 91-0010

EFFECTIVE DATE: 02/02/91

Agency Code: 0489

Agency: Subsequent Injury Trust Fund

Creating

Office: Office of the Administrator

Series

Title/Dates: "Individual Insurers and Self-insurers Annual
Assessment Files," 1981 and continuing

Access: Open

Class: Individual

Related To: Assessments levied on all insurance companies
writing workers' compensation insurance and all
self-insurers in Georgia. Included are assessment
invoices, copy of payment, envelope with postmark,
certified mail return receipts, and pertinent
correspondence.

Arrangement: Numerical by Fund assigned ID number; effective
1/91 Workers' Compensation assigned ID number will
be used.

Media: Paper

Retention

Requirement: Administrative: five (5) years

Disposition

Instructions: Cut-off at end of calendar year
Hold in current files area two (2) years
Transfer to State Records Center,
Hold for three (3) years, then
Destroy

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

12 Feb. 1991
Date